

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, ALASKA
P.O. BOX 898 ANCHORAGE, AK 99506-0898

Privacy Act: Title 5, U.S. Code, Part 3, Ch. 57: To verify eligibility of travel request. SSN necessary to pay per diem, subsistence or other expenses. Age necessary for eligibility for travel and purchasing of tickets for transportation.

NAME: _____ SSN: _____ DATE: _____

TO: Personnel Office

1. In accordance with Joint Travel Regulation, Volume 11, 1 request:

- a. A new Transportation Agreement (Renewal Agreement Travel). ()
(if period is after 30 months but less than 36 months of initial renewal, or 22 months but less than 24 months on other renewal travel, attach a DF stating reason for request for early travel.)
- b. Separation transportation. ()
- c. Transportation Agreement to (first) (new) duty station. ()
- d. Shipment of Household effects only. ()
- e. Shipment of Privately Owned Automobile (to) (from) Seattle, WA ()
(Applicable: Permanent change of station to/from CONUS) Leased vehicles may not be shipped at Government expense. Can only ship POV to CONUS if previously shipped to overseas area.

2. Date desired to start travel: _____

3. Number of hours leave: _____ Date returning to duty: _____
Approved SF 71 attached: _____

4. Destination, mode, and/or dates desired for dependents to start travel from and/or to Alaska if different from sponsor: _____

5. Mode of travel desired:

- a. FROM ALASKA TO CONTINENTAL UNITED STATES: Private auto () Air () Ferry ()
- b. WITHIN CONTINENTAL UNITED STATES: Train/Bus () POV () Air () Ferry ()
(mode between points if more than one mode desired)

Mode: _____ Between: _____

Mode: _____ Between: _____

Mode: _____ Between: _____

- c. TO ALASKA FROM CONTINENTAL UNITED STATES: Private Auto () Air () Ferry ()

PLACE OF ACTUAL RESIDENCE: _____

--CITY & STATE

6. Point to which travel is requested:

ALTERNATE LOCATION: _____
CITY & STATE (cannot be a foreign country)

7. Advance desired (PCS only)

Yes()

8. All dependents whether concurrent or delayed travel to be included in travel orders: (type or print) (Dependents are limited to spouse, children, unmarried and under 21 years of age or physically or mentally incapable of self-support regardless of age, or dependent parents. Dependents must be permanent members of the sponsor's household and dependent upon the sponsor for a home.) Please give dates of birth of dependent children and relationship. For further definition of dependent see JTR Vol II, Appendix D.

Full names and initials: _____

9. Request allowance for expenses incurred in connection with Real Estate transactions and un-expired lease. (not authorized for foreign PCS, first duty station, renewal travel, or separation)

10. Location of Home: _____
CITY & STATE

11. a. Request _____ pounds household effects.

Yes()

b. Present location of household goods: _____

c. Request non-temporary storage of household effects.

Yes()

d. Request household effects to be retained in _____ Alaska, residence until _____ (Not to exceed 90 days.) (DF justifying this must be forwarded to Personnel Office for the Commander's approval).

e. Request temporary storage of household effects. At (origin) (destination) (limited to 90 days.)

f. Request mileage for more than one POV. Authorization attached. (Consult Personnel Office for Authorization)

12. My (wife) (husband): (is) (is not) employed by a Federal Agency in Alaska.

a. Name of employing office: _____

b. If so employed, has written election has been filed with the employing Federal Agency to be considered as dependent for Government travel entitlement. No/Yes

NAME: _____ SSN: _____ DATE: _____

13. Applicable to overseas (foreign) travel only.

a. Passport Number: _____

b. Immunization Certificate Number: _____

14. EMPLOYEE SIGNATURE: _____ DUTY PHONE: _____
HOME ADDRESS: _____ HOME PHONE: _____

PCS ONLY

POINT OF HIRE: _____

APPROVED: _____ DATE: _____ APPROVED: _____ DATE: _____

Immediate Supervisor - Signed Name, Title
Branch or Section (Printed)

Division Chief - Signed Name, Title
Branch or Section (Printed)

EMPLOYEE IS ELIGIBLE FOR SEPARATION ON: _____